

APPENDIX E-311 P

MANAGEMENT OF MEDICAL BULK AND END ITEM VACCINES

1. PURPOSE

a. This appendix is applicable to chapters 3, 13, and 34. Described herein are the actions required to manage Medical Bulk (Bulk and End Item Vaccines) in FSC 6505. This procedure is only applicable to the Directorate of Medical Materiel at DPSC-Medical.

b. Covered in this appendix are the following procedures:

(1) Procurement of Bulk and End item Vaccines manufactured from bulk.

(2) Preparation of documents and issue of Bulk Items as GFM.

(3) Accountability for receipt of Bulk Items at vendor's plant.

(4) Obtaining RICs for new vendors.

(5) Data required in the SCF and NIRF for all Bulk Items.

2. APPENDICES USED IN THIS PROCESS

a. Appendix A-42, Action Codes.

b. Appendix A-50, Supply Status Codes.

c. Appendix A-87, Item Category Codes.

d. Appendix A-103, Safety Level Codes.

e. Appendix A-108, Geographic Area Code of Shipping Depot.

f. Appendix A-147, Government Furnished Materiel (GFM) Codes.

g. Appendix A-159, Storage Mission Codes.

h. Appendix B-4, Requisition and Document Modifier Transaction.

i. Appendix B-14, Materiel Release Confirmation Document.

j. Appendix B-20, Materiel Receipt Transaction (Procurement Instrument Source).

k. Appendix B-140, Recommended Buy/Repair Batch Control Transaction.

l. Appendix B-155, Requisition Control and Status File and Requisition History File Inquiry Transactions.

m. Appendix E-139 P, Procedures for Processing Recommended Buy/ Batch/Repair Transactions.

n. Appendix E-307 P, Procedures for Processing the Standard Supply Control Study.

o. Appendix E-506 P, Procedures for Processing Amendment Transactions to Buys.

p. Appendix E-508 P, Procedures for Preparation of Issue Documents for Government Furnished Materiel.

3. RESPONSIBLE ORGANIZATIONAL ELEMENTS

a. Division of Supply.

(1) IM responsibilities.

(a) Preparation of IMC Transactions for input into the IMC (1590) process.

(b) Loading NIRF and SCF with pertinent supply management data, supply control data and specific item characteristics.

(c) Preparing and issuing documents for release of bulk items as GFM.

(d) Preparing and issuing documents for receipt of completed bulk items at vendor's plants.

(e) Obtaining new RICs for new vendors.

(f) Initiation of PRs for delivery orders to ship end items from vendor's plants to DLA depots for stock and issue.

(g) Assignment of manufacturer's directive number to each contract for use in GFM releases.

(2) Stock Control Branch responsibilities:

(a) Recording and retrieval of exception data for the GFM release.

(b) Update data in DoDAAD File and Source Preference File to accommodate bulk storage location, U9M, and vendor's RICs.

b. Division of Contracting and Production responsibilities.

(1) Furnishing data on new vendors to the IM, Division of Supply, to obtain a new RIC.

(2) Furnishing data to IM, Division of Supply, on which to prepare receipts of bulk materiel at contractor's plant, i.e., copy of DD Form 250.

(3) Posting award to Active Contract File. This will replace the PR due to the Due-In File.

(4) Furnishing copies of DD Form 250 of all end item receipts to IM, Division of Supply.

c. Office of Comptroller responsibilities.

(1) Preparation of a DIC YSA (DLA Form 805) action to revise or add price changes in the computer as applicable to the respective NSNs assigned to the end item and raw bulk item.

(2) Maintaining separate cost records for each NSN, i.e., bulk and end item.

4. PROCEDURE/INSTRUCTIONS AND GENERAL INFORMATION

a. General Information.

(1) Bulk NSNs.

(a) Bulk NSNs are not published in the Federal Supply Catalog and are not issued. They are procured and stored at the contractor's plant until required to replenish stock (end item) for issue to customers. They are used for GFM only.

(b) The storage location cited in the SCF is U9M. RICs S2A, S2B, S2C, and so on, appendix A-108, are actual contractor's locations in the NIRF and are rolled up into RIC U9M in the SCF. Due-In records will reflect U9M in the SCF. Due-in records will reflect U9M as the sole depot until the PR is awarded. After award, the RIC of vendor (S2A, S2B, S2C, and so on) will appear in the Due-In File. After initial establishment of the vendors, new vendors will be assigned a new RIC (e.g., S2G, S2H, and so on). The DoDAAD Monitor is responsible for obtaining from DLA-OPP a six digit DoDAAD Activity Account Code for the new vendor.

(c) The following data elements are applicable for bulk NSNs:

<u>ELEMENT</u>	<u>CODE</u>
ORC	
GFM Code	1
ICC	1
Age of Item Code	
Supply Status Code	8
Standard Price	Obtained from Financial Subsystem
Demand Value Code	
UI	Same as packaged item (end item NSN)

<u>ELEMENT</u>	<u>CODE</u>
QFD	
Safety Level	Fixed 2 months
Procurement Cycle	Fixed 12 months
Operating Level	12 months (same as Procurement Cycle)
VIP Item	Y
ANRDP	100 percent
Inhibit Codes	
Shelf-Life Code	Optional
Storage Mission Code	AY
User	DPSC (S9M)

(d) Stock on hand in the NIRF will appear under RICs S2A, S2B, S2C, and so on in O/P Code AA. Stock on hand in the SCF will appear under U9M, O/P Code AA (Asset Group 3). The SSCS will reflect total assets under the preferred depot, U9M, while in the NIR, assets will be at the individual contractor's plant, under Prime Depots S2A, S2B, S2C, and so on.

(e) The SSCS, DLA Form 690, generated for Reason for Study Code RP, Reorder Point, will have a QFD based upon 100 percent of the nonrecurring demand generated by GFM releases of bulk to produce the end item vaccine. Recommended Buy Transactions, DIC ZSJ/ZHS, will also be generated. These transactions will specify only one location (U9M) and one delivery.

(f) Procedures/Instructions for Bulk Items:

1. The IM will review the SSCS with Reason for Study Code RP together with the Recommended Buy Transactions. The Recommended Buy Transactions will be processed IAW E-139 P. Where total approval is recommended, submit only the DIC ZSJ transaction with Action Code DA in pos. 79-80 and the ORC in pos. 77-78. When total disapproval is recommended, submit only the DIC ZSJ transaction with the appropriate Action Code in pos. 79-80 (i.e., CX, DB, DC, or DH) and the ORC in pos. 77-78. When a change to a quantity, delivery date, or other revision is recommended, annotate the DIC ZSJ transaction with Action Code DE in pos. 79-80, the ORC in pos. 77-78, the revisions in pos. 63-74 as appropriate, and pos. 51-62 shall be identical to the block entitled Total (Output) Recommended. The DIC ZHS transaction is also reentered, annotated with Action Code DE in pos. 79-80, the revision(s) desired, and a Y or N in pos. 48. When additional lines are required, new transactions will be prepared with Action Code DF in pos. 79-80.

2. As manufacture of the bulk materiel is completed, the contractor will forward a copy of the DD Form 250 to the Division of Contracting and Production, who will provide a copy to the IM, certifying that the bulk materiel has been produced and placed in storage at vendor's plant.

3. Upon receipt of the above certification, the IM will prepare a MRC, appendix B-20. Each MRC will cite DIC D4S and only the quantity appearing on the certification, DD Form 250. The MRC will be submitted to ODS which will record the receipt of the bulk materiel at the vendor's plant, i.e., DIC S2A, S2B, S2C, and so on, and will reduce the due-in quantity and increase the on hand quantity.

4. The IM shall maintain a file of all DD Form 250 copies to ensure that the total quantity contracted has been received.

5. In the event a new contractor has received an award for bulk materiel, a new RIC for the new vendor must be obtained. The IM will request the DoDAAD monitor via IOM to obtain a new RIC and a DoDAAD Activity Account from DLA-OPP.

(2) End Items.

(a) End Item vaccines which are fabricated from bulk items are published in the Federal Supply Catalog and are issued. They are procured utilizing the GFM concept and are stored at DLA depots, SAM, SBM, SMM, and NMM for issue to customers.

(b) Stock on hand and due-in for end item vaccines are reflected under the above cited locations both in the NIRF and SCF in O/P Code AA.

(c) The following data elements are applicable for end item NSNs:

<u>ELEMENT</u>	<u>CODE</u>
GFM Code	2
ICC	1
SSC	1
Standard Price	Obtained from Financial Subsystem
Cost Price	Obtained from Financial Subsystem
UI	Same as bulk item
Safety Level	Variable or fixed as appropriate
Procurement Cycle	Fixed 3 months
Operating Level	3 months, same as Procurement Cycle
VIP Item	Y
ANDRP	100 percent
Storage Mission Code	AW
User	All Services

(d) The SSCS, DLA Form 690, Reason for Study Code RP, Reorder Point, will be generated based upon the QFD quantity. Recommended Buy Transactions, DIC ZSJ/ZSH, will also be generated. These transactions will be appropriately annotated, when approval is recommended, to be returned to the IM for inclusion of additional instructions concerning GFM.

(e) The IM will obtain a delivery order number from the Division of Contracting and Production so materiel can be drawn from the bulk contract (GFM) to produce the package item (end item).

(f) A Requisition Document, DIC AO_, appendix B-4, will be prepared and forwarded to ODS for the GFM transfer. Project Code 2G7 will be assigned and the RIC of the vendor is also specified. No MRO is required.

(g) A Materiel Release Confirmation Document, DIC ARO, appendix B-14, is required for the GFM release.

(h) When contractor has packaged and shipped the completed end item, a Materiel Receipt Transaction, DIC D4S, appendix B-20, is prepared and forwarded to ODS.

(i) Procedures/Instructions for End item:

1. When the IM approves the recommended purchase for the end item, the Recommended Buy Transactions, DIC ZSJ/ZHS will be coded IAW appendix E-139 P, additionally, pos. 28-29 on the DIC ZSJ transaction must be annotated with an AA, Special Annotation Code. This action will cause the hard copy PR to be returned to the IM for annotation of additional instructions for use by the Division of Contracting and Production.

2. Upon return of the PR to the IM, the IM will obtain from the Contracting Officer, Division of Contracting and Production, the next sequential Delivery Order Number. This number must be applicable to the Contract from which the IM will take the GFM (Bulk) to be packaged as the end item.

3. The IM will annotate the PR with the following GFM citation:

Bulk Storage Materiel available at vendor's plant under NSN _____ on Contract No. _____. GFM quantity of _____ units has been dropped from Bulk on hand against Requisition No. SCO200 for this Delivery Order No. _____.

4. In addition to the above annotations which become the GFM citation in the contract, the IM will initiate action to furnish the required amount of GFM from on hand at vendor's, RIC S2A, S2B, S2C, and so on. This is done by the preparation of a DIC AO_, Requisition Document, appendix B-4, for the Bulk NSN, IAW appendix E-508 P. The requisition must include the following data:

a. Position 57-59: 2G7 - Project Code.

b. Position 54-56: Manufacturer's Directive No. (internal register).

c. Position 78-80: RIC of vendor against which the Bulk GFM is reflected.

d. Position 77: 7 - Manager forced action - to suppress a MRO.

5. After above DIC A0_, requisition document, is reentered and confirmed in the Daily Computer Input File, request a printout of appendix F-114 through input of a DIC ZCW, appendix B-155, or an ARCSF remote printout. Either one of these printouts will verify the issue of GFM with a BA Supply Status.

6. In order to completely close the Active Requisition File for the GFM release, the IM will prepare and forward to ODS a Materiel Release Confirmation Document, DIC ARO, appendix B-14. Document is to contain the following:

a. Position 77: Mode of Shipment I (Government truck).

b. Position 60-76: TCN which will consist of the Requisition Document Number in pos. 60-73, alpha X in pos. 74, 75, and 76, to indicate a full shipment.

7. On a weekly basis, furnish the Office of the Comptroller, DPSC-ZS, a listing of all end item delivery orders awarded and the applicable Manufacturer's Directive Number.

b. The Supply Operation Division will furnish to the MSO a quarterly update of bulk materiel remaining at contractor's plants for inclusion in the RCS DLA(Q)200(O) DLA-owned materiel by storage location.